

Administration and Usage Regulations

Mannheim Institute for Intelligent Systems in Medicine (MIISM) of the Medical Faculty Mannheim of Heidelberg University

The senate of Heidelberg University adopted the following amended administrative and usage regulations for the Mannheim Institute for Intelligent Systems in Medicine (MIISM) at the Mannheim site on 19 March 2024 in accordance with § 19 (1) no. 7 and 10 LHG.

I. Administrative regulations

§ 1 Legal status, assignment, and tasks

(1) The Mannheim Institute for Intelligent Systems in Medicine (MIISM) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG that is assigned to the Medical Faculty Mannheim. The Mannheim Institute for Intelligent Systems in Medicine is under the official supervision of the Dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The MIISM shall ensure sustainability of the research work of the M²OLIE research campus. At the same time, it has the task of improving research in the field of medical technology, particularly with regard to intelligent systems in medicine. MIISM is to advance and optimise digital transformation of medical diagnosis and treatment processes and generate an individual treatment pathway for patients, from data collection to data input and analysis to application. The MIISM is to bundle and intensify research in the field of medical technology and medical physics at the Medical Faculty Mannheim, lead it to excellence and make it visible regionally, nationally, and internationally. In order to achieve this purpose, it will closely cooperate with the Centre for Preventive Medicine and Digital Health (CPD), the Institute for Medical Technology at Heidelberg University and Mannheim University of Applied Sciences and the clinics, institutes, and departments of Universitätsklinikum Mannheim GmbH and the Medical Faculty Mannheim of Heidelberg University that are interested in medical technology. The MIISM supports collaboration of its members with the other research focuses of the Medical Faculty Mannheim, with the existing life science and medicine-technology research institutions of Heidelberg University, Mannheim University, and with the non-university research institutions in the Rhine-Neckar metropolitan region.

(3) The MIISM supports junior researchers with special programmes for doctoral candidates in cooperation with the university's Graduate Academy, as well as for junior researchers and doctors in continuing education (*Physician Scientists*), in particular if pursuing academic careers.

(4) The MIISM participates in the teaching obligations of the Medical Faculty Mannheim of Heidelberg University within the scope of its spatial, technical, and personnel resources. In addition, the department will in particular promote the establishment and further development of Bachelor's and Master's degree programmes in the field of medical technology.

§ 2 Structure and membership

(1) The MIISM is divided into an institutional Core Faculty and an Adjunct Faculty. Members in the Core Faculty of the MIISM are the departments of the Medical Faculty Mannheim

of Heidelberg University headed by full professors, who are assigned to the MIISM by the faculty council on the recommendation of the dean. Additionally, full professors of the faculty may be accepted as personal members of the Core Faculty of the MIISM by the faculty council upon recommendation by the dean or the executive director of the MIISM; the clinics, institutes, and departments of the Medical Faculty Mannheim of Heidelberg University or of Universitätsklinikum Mannheim GmbH headed by these members will not be members of the Mannheim Institute for Intelligent Systems in Medicine. The members of the Core Faculty of the MIISM are included in a list to be decided by the faculty council of the Medical Faculty Mannheim of Heidelberg University following any changes, to be submitted to the Rectorate for approval.

(2) Independent *junior research groups* can be established within the institutional core of the MIISM in addition to the departments. The governing body (§ 3) shall generally decide on the establishment and dissolution of junior research groups at the MIISM based on a competitive selection procedure on the proposal of the executive director of MIISM with a simple majority of its voting members. As far as establishment of junior research groups is relevant for the budget beyond the funds allocated to the MIISM or its departments in the faculty's business plan, approval by the dean, the faculty council, and the dean's office shall be required.

(3) Heads of scientific research groups from other facilities of the Medical Faculty Mannheim, as well as other faculties of Heidelberg University, central research institutions of Heidelberg University, and other scientific facilities of the Rhine-Neckar metropolitan region that cooperate with the MIISM, may become members in the adjunct area (*Adjunct Faculty*) of the MIISM by resolution of the governing body upon application. Such memberships are usually granted for 3 years and can be renewed upon reapplication. The directorate will keep a current list of members of the Adjunct Faculty.

(4) All members shall be required to name the MIISM as (an) affiliation in their scientific publications.

§ 3 Governing body of the MIISM

(1) The professors in the institutional Core Faculty in accordance with § 2 (1) shall form the MIISM' governing body and shall be entitled to vote in it. Apart from this, the plenary assembly (§ 5) shall elect two professors of the Medical Faculty Mannheim from the Adjunct Faculty (§ 2 (3)) as further voting members of the governing body for a period of 3 years. Re-election shall be permitted.

(2) The governing body shall be convened at least twice a year by the executive director (§ 4). It shall decide on any matters concerning the MIISM as far as these are not stipulated by law, the university's constitution, or other boards.

(3) The members of the governing body who are also members of another facility of the Medical Faculty Mannheim, or Universitätsklinikum Mannheim GmbH must disclose any conflict of interest in decisions that may constitute a conflict of interest in light of their other institutional memberships and abstain from voting in such cases. If there is any doubt, the governing body shall decide whether there is any reason to suspect bias in a specific individual case.

(4) The plenary assembly (§ 5) shall elect a representative of junior research groups as well as a representative of the academic staff of the departments for advisory participation

in the governing body. The terms of office of the advisory members shall be three years; re-election shall be possible.

§ 4 Executive director of the MIISM

(1) The executive director shall conduct the day-to-day business of the MIISM and shall implement the decisions and resolutions of the governing body in cooperation with their deputies. They shall represent the interests of the department towards the faculty and the university. They shall be the official supervisor of all employees (except for professors in accordance with § 44 LHG the MIISM. This shall not affect the respective superior's authority to issue instructions in accordance with § 52 (2) LHG.

(2) The governing body shall elect an executive director and two deputies from among its voting members to serve as a directorate; members appointed to the governing body temporarily are not eligible for the office of executive director or deputy executive director. The executive director and their deputies are appointed by the dean of the Medical Faculty Mannheim. The term of office of the executive director and their deputies shall be 3 years. Re-election shall be permitted. The executive director and their deputies may each be voted out of office if requested by a majority of 2/3 of the voting members of the governing body.

§ 5 Plenary assembly

(1) The plenary assembly comprises the MIISM members working at the facility who belong to the institutional Core Faculty, the junior research groups, and the Adjunct Faculty.

(2) The executive director shall inform the members of the MIISM of the conduct of office and the decisions of the MIISM's management within the scope of the plenary assembly, generally twice a year

(3) The executive director shall also convene a plenary assembly if at least 1/3 of the voting members of the governing body demand this with their signatures. The plenary assembly must be convened no later than two weeks after the executive director has received the signatures.

§ 6 Academic Advisory Council (AAC)

(1) The Academic Advisory Council shall advise the MIISM on scientific and organisational matters. It shall evaluate its performance (§ 1) and make recommendations for future development. It shall deal with overall development of the MIISM, development of individual departments and research groups, and with fundamental questions of the centre's research alignment.

(2) The Academic Advisory Council shall comprise at least four internationally renowned scientists from Germany and abroad who are closely related to the subject. The members of the Academic Advisory Council shall be appointed by the Rector of Heidelberg University for a period of six years upon the recommendation of the MIISM's governing body with the approval of the faculty board. Re-appointment shall be possible. The Academic Advisory Council shall meet at least every two years.

(3) The Academic Advisory Council shall elect a chair from among its members for a period of six years. The members shall be volunteers. Any expenses required for travel and accommodation shall be reimbursed. If a member resigns, a new member shall be appointed for the remaining term of office of their predecessor. The executive director of the MIISM and their deputies may participate in the meetings of the Academic Advisory Council of the MIISM as guests at the invitation of the chair of the Academic Advisory Council.

(4) The chair of the Academic Advisory Council shall inform the executive director of the MIISM and the faculty board of the Medical Faculty Mannheim in writing about the results of the meeting within two months after the meeting of the Scientific Advisory Board by sending the minutes of the meeting.

§ 7 Central administrative tasks, financial resources, and personnel

(1) The Medical Faculty Mannheim shall determine the total amount of funds for the institutional Core Faculty of the MIISM, for the junior research groups, and for the central tasks of the MIISM, including any investments, operating costs, and maintenance funds, in its plan upon the executive director's request.

(2) The governing body of the MIISM shall decide with a 2/3 majority of those entitled to vote on the proposal of the directorate on the specific use of the allocated funds, as far as these are not regulated by appointment or retention commitments of the professors appointed to the MIISM with the faculty or have been determined by budget resolutions within the scope of the business plan of the Medical Faculty of Mannheim. The endowments of professors stipulated there shall remain unaffected.

(3) The head of a department or junior research group shall decide on the use of its equipment.

II. Usage regulations

§ 8 Use, circle of users

All members are generally authorised to use the facilities of the MIISM in accordance with the applicable legal provisions, these administrative and usage regulations, and other university-internal by-laws, in particular the work placements and house rules. The executive director shall decide on permission of use in individual cases, in the event of necessary prioritisation or if any conflicts arise.

§ 9 Obligations

Users are obligated to use the MIISM and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the MIISM and its facilities with care and consideration, report any damage or issues to the executive director without undue delay, and follow the instructions of the executive director or the competent personnel on the MIISM premises and when using the facilities.

§ 10 Exclusion from use

Users who repeatedly or severely violate the usage regulations and house rules or commit punishable acts in the course of use may be temporarily or permanently excluded from further use by the executive director in agreement with the Rector, stating the reasons in writing. The exclusion shall not affect any obligations arising from the user relationship. The user shall not be entitled to any claims for damages due to the exclusion.

§ 11 Entering into effect

The MIISM administrative and usage regulations shall enter into effect on the first day of the month following their publication in the Rector's Gazette. At the same time, the previous version of 03 June 2019 (MBI. No. 11/2019 of 08 July 2019 p. 642 et seq.) shall cease to have effect.

Heidelberg, 03 April 2024

Prof. Dr. Frauke Melchior
Rector